



## CALIFORNIA EMERGENCY MANAGEMENT AGENCY LAW ENFORCEMENT AND VICTIMS SERVICES DIVISION

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August 27, 2009

To: Domestic Violence Response Team (DVRT) Program Recipients  
Subject: FY 2009/2010 Request for Application (RFA)

California Emergency Management Agency (Cal EMA) is pleased to announce the release of the RFA for the Domestic Violence Response Team Program. We anticipate allocating \$691,077, for the DVRT program through the Violence Against Women's Act and Family Violence Prevention Services Act Funds. This RFA is being issued with the goal of placing grant awards into agreement by October 1, 2009. The grant award period will be for 12 months beginning October 1, 2009 and September 30, 2010. Please note continuation funding is contingent on the availability of the passing of the 2009/2010 state budget, project performance and compliance with grant requirements.

Enclosed are the instructions and forms for submitting the application for the Domestic Violence Response Team Program. **This document is designed to be interactive electronically with fillable forms. However, users will need to use Adobe Acrobat 7.0 in order to save the text of their applications. Users will be able to complete and print forms using Adobe Reader 7.0, but will be unable to save their completed forms without Adobe Acrobat 7.0.**

It is necessary to complete the enclosed materials and submit them to the Cal EMA by 5:00 p.m. on September 24, 2009. The application must either be date stamped as having been received at Cal EMA on or before that date or be postmarked on or before that date. Address the applications to:

California Emergency Management Agency  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: DVRT RFA – Domestic Violence Section

If you have any questions regarding this RFA, please contact Stephanie Pedone, Criminal Justice Specialist (916) 322-2855.

Sincerely,

ELLIE JONES  
Domestic Violence Section

Enclosures

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM  
REQUEST FOR APPLICATION**

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**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM  
REQUEST FOR APPLICATION**

**PART I – OVERVIEW**

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- A. INTRODUCTION
  - B. CONTACT INFORMATION
  - C. APPLICATION DUE DATE AND SUBMISSION OPTIONS
  - D. ELIGIBILITY
  - E. FUNDS
  - F. PROGRAM INFORMATION
- 

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Emergency Management Agency (Cal EMA) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible on our website at [www.CalEMA.ca.gov](http://www.CalEMA.ca.gov). Look in the “Quick Links” on the left side of our homepage for the 2009 Criminal Justice Programs Recipient Handbook or from the homepage scroll over the “Justice Programs” tab, select “Grant Applications & Proposals (RFAs/RFAs),” and then look under the “Related Links” section for “*Recipient Handbooks*”.

**B CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the contact person below.

Stephanie Pedone  
Criminal Justice Specialist  
(916) 322-2855  
(916) 324-8554 (fax)  
[Stephanie.pedone@oes.ca.gov](mailto:Stephanie.pedone@oes.ca.gov)

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to Cal EMA's Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

Regular or overnight mail, **postmarked by September 24, 2009** OR **Hand delivered by 5:00 p.m. September 24, 2009** to:

California Emergency Management Agency  
Law Enforcement and Victim Services Division  
Criminal Justice Programs  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Domestic Violence Response Team-Domestic Violence Section

## D. ELIGIBILITY

Only DVRT Program recipients funded by Cal EMA in Fiscal Year (FY) 2009/10 are eligible to apply for this continuation of funding.

## E. FUNDS

This grant cycle will begin 10/01/09 and end on 09/30/2010. Projects must budget for a 12-month period. There is approximately \$691,077 for distribution through this RFA. The amount available for each project is listed on the FY 2009/10 DVRT Funding Chart (**Attachment A**). The funding sources and corresponding match requirements are listed on the funding chart for each DVRT project eligible to apply.

### **Source of Funds**

#### **a. Health and Human Services (HHS) Family Violence Prevention and Services Act (FVPSA)**

Legislative Authority:

Title III of the Child Abuse Amendments of 1984 (Public Law (Pub. L.) 98-457, 42 U.S.C. 10401 et seq.) is entitled the "Family Violence Prevention and Services Act" (FVPSA). FVPSA was first implemented in FY 1986. The statute was subsequently amended by Public Law 100-294, the "Child Abuse Prevention, Adoptions, and Family Services Act of 1988;" further amended in 1992 by Public Law 102-295; and then amended in 1994 by Public Law 103-322, the "Violent Crime Control and Law Enforcement Act." FVPSA was amended again in 1996 by Public Law 104-235, the "Child Abuse Prevention and Treatment Act (CAPTA) of 1996"; in 2000 by Public Law 106-386, the "Victims of Trafficking and Violence Protection Act," and amended further by Public Law 108-36, the "Keeping Children and Families Safe Act of 2003." FVPSA was most recently amended by Public Law 109-162, the "Violence Against Women and Department of Justice Reauthorization Act of 2005." FVPSA may be found at 42 U.S.C. 10401 et seq.

The purpose of this legislation is to assist states, American Indian Tribes, and tribal organizations in establishing, maintaining, and expanding programs and projects to prevent incidents of family violence, and to provide immediate shelter and related assistance to victims of family violence and their dependants. **There is twenty percent (20%) cash or in-kind match required of FVPSA funds using the total project cost calculation.**

#### **b. Violence Against Women Act (VAWA)**

Legislative Authority:

Violence Against Women Act (VAWA) of 1994 is included in Title IV of the Violent Crime Control and Law Enforcement Act of 1994. In 2000, VAWA was reauthorized for an additional five years through Public Law 106-386. In 2005, VAWA was authorized by the Violence Against Women Reauthorization Act for fiscal years 2007-2011.

The VAWA Services\*Training\*Officers\*Prosecutors (STOP) program assists States, Indian Tribal Governments and units of Local Government to develop and strengthen effective criminal justice strategies to combat violence against women and to develop and strengthen victims services in cases involving violent crimes against women such as sexual assault, stalking, domestic violence, and dating violence. This grant program is to assist state and local governments in developing and strengthening effective law enforcement strategies to combat violent crimes against women.

Original publications (written, visual, or sound) produced in whole or in part with S\*T\*O\*P funds must contain the following statement:

*This project was supported by Grant No. \_\_\_\_\_ awarded by the Office on Violence Against Women, U.S. Department of Justice, and through Grant Award Number \_\_\_\_\_ from the California Emergency Management Agency (Cal EMA). Points of view, opinions, findings, and conclusions in this publication are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or of Cal EMA. Cal EMA reserves a royalty-free non-exclusive and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.*

The **2006 Recipient Handbook, Section 5120**, advises projects to notify Cal EMA 60-calendar days in advance of intended publication. For this particular grant program, all such original publications must be submitted to Cal EMA for review and approval. Cal EMA is required to submit one copy of all reports and proposed publications resulting from this grant award to the Offices of Violence Against Women twenty (20) days prior to public release.

**There is a twenty-five percent (25%) match requirement of the total project cost associated with the allocation of VAWA funds. The VAWA match requirement is being met by Cal EMA for victim services projects, therefore; there is no match required for the VAWA funds through this RFA.** In 2003, the Office on Violence Against Women announced a new interpretation of the VAWA STOP match requirements. In the past, non-profit, victim services organizations were exempt from the 25% match requirement. Under the new interpretation, these organizations are no longer exempt from the match requirement. As the state recipient and administrator of VAWA STOP funds, the California Emergency Management Agency (Cal EMA) has been meeting the match requirement on behalf of the victim services organizations. To the extent possible, Cal EMA intends to continue meeting the match requirement for victim services organizations. Should this no longer be possible, applicable victim services projects will be notified and budgets will need to be modified to incorporate the 25% cash or in-kind match requirement.

## F. PROGRAM INFORMATION

The intent of the DVRT program is to minimize the trauma experienced by the victim of domestic violence and provide ongoing advocacy and accompaniment services throughout all subsequent phases of the criminal justice and civil legal process. The primary goal of the DVRT is to fund staff to provide immediate response crisis intervention services following a domestic violence incident, and to provide advocacy and accompaniment services to domestic violence victims throughout the criminal justice and civil legal process. The DVRT must also collaborate with and coordinate efforts with multidisciplinary teams/organizations serving clients in common to ensure a continuum of care.

DVRT refers to a team that includes a domestic violence advocate and a law enforcement representative. It may also include a domestic violence deputy district or city attorney, a probation officer, and a hospital representative or health care provider. The DVRT is designed to immediately respond to the secured scene of a domestic violence incident in person or by telephone when requested by law enforcement and provide crisis intervention services. If law enforcement does not request immediate response, the DVRT advocate must follow-up with the domestic violence victim within 48 hours of notification of the incident from law enforcement to provide intervention services.

The law enforcement representative refers to a law enforcement officer or investigator. The entire allocation of VAWA S\*T\*O\*P funds may be used to fund the law enforcement representative as part of the DVRT.

The project must fund at least one full-time (or equivalent) advocate. DVRT advocates must meet the standard requirements of the original definition of a domestic violence counselor, as defined in Evidence Code 1037, which was enacted in 1986 and remains unchanged.

The DVRT must collaborate with multidisciplinary teams/organizations to ensure a comprehensive community effort toward combating domestic violence. DVRT's should collaborate with those teams/organizations serving clients in common. This reciprocal relationship provides victims with a stronger continuum of care.

### **Scope of Project**

- a. Provide immediate response crisis intervention services to the victim of a domestic violence incident after law enforcement has secured the scene and determined DVRT presence is required.
- b. Provide intervention services within 48 hours of notification of a domestic violence Incident when immediate response is not requested.
- c. Provide advocacy throughout the criminal justice and civil legal process.
- d. Provide accompaniment services throughout the criminal justice and civil legal process.
- e. Demonstrate protocols for a team approach, which includes a domestic violence advocate and a law enforcement representative, in responding to DV incidents.
- f. Collaborate and coordinate efforts with their local district attorney's or city attorney's vertical prosecution units, hospitals, probation departments, victim/witness assistance centers, social service agencies, community faith representatives and community service organizations including interagency referrals, meetings, and technical assistance in order to ensure a timely response to, and a continuum of care for, domestic violence victims.

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
LAW ENFORCEMENT AND VICTIME SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM  
REQUEST FOR APPLICATION**

**PART II – RFA INSTRUCTIONS**

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- A. PREPARING AN APPLICATION
  - B. PROJECT NARRATIVE
  - C. PROJECT BUDGET
  - D. APPLICATION APPENDIX
- 

**A. PREPARING AN APPLICATION**

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in Part IV of this RFA or on our website at [www.CalEMA.ca.gov](http://www.CalEMA.ca.gov). The forms must be printed on plain white 8½" x 11" paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal EMA standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal EMA templates and not allow for more space than provided by Cal EMA.

Please provide the nine (9) required application components in the order listed below:

- Grant Application Cover Sheet (included in Part IV.);
- Award Face Sheet (Cal EMA 2-101);
- Project Contact Information; (Cal EMA 2-102)
- Signature Authorization and Instructions; (Cal EMA 2-103)
- Certification of Assurance of Compliance – VOCA, VAWA, FVSPA (Cal EMA 2-104i);
- Federal Grant Funds Log (Cal EMA 2-105)
- Project Narrative (Cal EMA 2-108);
- Project Budget (Including the Budget Narrative (Cal EMA 2-107) and the Budget Forms (Cal EMA 2-106 a-c); and
- Application Appendix (refer to Part II, D.).

**NOTE:** Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner.  
***Do not bind the application.***

**B. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.



## 1. Problem Statement

There is no problem statement required with this RFA.

## 2. Plan and Implementation

Plan:

No plan is required with this RFA.

Implementation:

### A. Operational Agreements

Operational Agreements demonstrate a formal system of networking and coordination with other agencies and the project. Operational Agreements must be: effective for the current grant year, signed and dated by both parties, describe plans for coordination of services, and specifically identify the services provided by each agency.

**Do not submit Operational Agreements with this Application.** Instead, complete the ***Operational Agreements Summary Form (Part IV)*** and include it in the Application Appendix. List those agencies, organizations and individuals in the applicants' service area with whom the project must have Operational Agreements, the dates these were/will be signed by the other agencies, and the dates covered by the agreements if different than October 1, 2009 through September 30, 2010. DVRT projects funded by Cal EMA must maintain Operational Agreements with the following agencies:

- Law Enforcement;
- Shelter services (advocate);
- District Attorney (or City Attorney)domestic violence unit;
- Health care provider/hospital agencies; and
- Probation department.

### B. Organizational Chart

### C. DVRT Protocol

Provide a copy of the DVRT Protocol that includes:

The team structure;

Approach for immediate response; and

Approach for providing follow-up intervention services.

### D. Confidentiality

Provide a copy of the confidentiality policy including the requirements of Evidence Code §1037 et seq., as it pertains to victims of domestic violence. Also provide the subpoenaing of records and/or domestic violence counselors policy.

Objectives and Activities:

Service goals and activities must be updated for FY 2009/10. The specific wording for the six mandated objectives is listed below. Activities must thoroughly describe the steps necessary to achieve the objectives. Use a separate page for each objective and, if necessary, use more than one page for objective.

**The Mandated Objectives and Activities are:**

1. Provide *immediate response* crisis intervention services to DVRT domestic violence victims.  
**Service Goals:** Number of victims provided immediate response crisis intervention services in person. \_\_\_\_\_  
 Number of victims provided immediate response crisis intervention services by telephone. \_\_\_\_\_
2. Provide intervention services to DVRT domestic violence victims.  
**Service Goals:** Number of victims provided intervention services. \_\_\_\_\_
3. Provide follow up criminal justice advocacy and/or court accompaniment services to all DVRT domestic violence victims.  
**Service Goals:** Number of victims provided with criminal justice advocacy. \_\_\_\_\_  
 Number of victims provided with criminal justice court accompaniment. \_\_\_\_\_
4. Provide follow up civil legal advocacy and/or court accompaniment services to all DVRT domestic violence victims.  
**Service Goals:** Number of victims provided with civil legal advocacy. \_\_\_\_\_  
 Number of victims provided with civil legal court accompaniment. \_\_\_\_\_
5. Collaborate, coordinate and attend multidisciplinary meetings with community agencies such as: local law enforcement agencies; faith professionals; other domestic violence centers/projects; medical or health care professionals; prosecutor's offices; probation department; child protective services; social services agencies; mental health agencies; victim/witness assistance programs; child abuse prevention and/or treatment programs; and municipal, superior, juvenile and/or family courts in the applicant's service area.  
**Service Goals:** Number of multidisciplinary meetings conducted. \_\_\_\_\_  
 Number of multidisciplinary meetings attended. \_\_\_\_\_
6. Participate in professional development training efforts related to DVRT activities including training for: shelter; medical; law enforcement; social service; mental health; and criminal justice system personnel.  
**Service Goals:** Number of professional trainings conducted. \_\_\_\_\_  
 Number of individuals trained. \_\_\_\_\_

**C. PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to Cal EMA modifications and approval.

Cal EMA requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

**Note:** The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the applicant does not budget for a required item, the applicant assumes responsibility.
- Failure of the applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The applicant should refer to the *Recipient Handbook* for additional information concerning Cal EMA budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at [www.CalEMA.ca.gov](http://www.CalEMA.ca.gov). Look in the “Quick Links” on the left side of our homepage for the 2009 Criminal Justice Programs Recipient Handbook or from the homepage scroll over the “Justice Programs” tab, select “Grant Applications & Proposals (RFAs/RFAs),” and then look under the “Related Links” section for “*Recipient Handbooks*”. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

## 1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application preceding the budget pages, describing:

- How the project’s proposed budget supports the Program’s objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (This does not take the place of the brief justification required in the line item budget);
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- The necessity for subcontracts and unusual expenditures; and
- The mid-year salary range adjustments.

## 2. Specific Budget Categories

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

In Part IV of this RFA, or on our website, you can access Excel spreadsheets for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits (Cal EMA 2-106a) (formerly OES A303a)

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (Cal EMA 2-106b) (formerly OES A303b)

Operating expenses are defined as necessary expenditures other than personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5000 (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during a Cal EMA site visit, a monitoring visit, or an audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for all anticipated training related to the project. All grantees must budget for a minimum of one Cal EMA sponsored training session during the grant year. A minimum of two project staff from each participating agency must attend each training conference. The grantee must include sufficient per diem and travel allocations for persons to attend required Cal EMA training conference or workshops. The grantee must budget a minimum of \$1000 for registration and travel fees for each person. If several staff will be attending the same event, budget for the total number of people.

c. Equipment (Cal EMA 2-106c) (formerly OES A303c)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

Line items that are supported by FVPSA and VAWA S\*T\*O\*P must be reflected in the appropriate column on the budget pages including the required 20% FVPSA funds match.

**-NOTE:** The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the **whole dollar amount only** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

### 3. Use of Federal FVPSA and VAWA Funds

#### a. FVPSA

For the purposes of this program, FVPSA funds must be used exclusively to support a full-time (or equivalent) DVRT advocate position and any necessary related expenses. All DVRT advocate project activities must be performed by the recipient's staff and referral must be provided to the Domestic Violence Assistance Program (DVAP) project for those service activities that are applicable (i.e., temporary restraining orders (TRO), shelter services, emergency assistance funds, transportation and counseling services). **FVPSA funds shall not be used to support the law enforcement representative.**

FVPSA funds have the following guidelines:

1. Reimbursement is allowed for direct service and administrative costs.
2. A cash match must include a minimum of twenty percent (20%) from private sources and may not include federal funds.
3. Funded projects are required to develop procedures to ensure confidentiality of records pertaining to persons receiving assistance.

4. The address or location of any shelter facility funded under this program must not be public, except with written authorization of the person or persons responsible for the operation of such shelter.

5. Match

**There is twenty percent (20%) cash or in-kind match required of FVPSA funds using the total project cost calculation.**

6. VAWA

The purpose of the VAWA S\*T\*O\*P Program is to assist state and local governments to develop and strengthen effective criminal justice strategies and victims services to combat violent crimes against women, including sexual assault, domestic violence, stalking and dating violence as it relates to these crimes. These federal funds are administered by the Office on Violence Against Women, U.S. Department of Justice.

For the purpose of this program, VAWA funding should solely be used to supplement the project with a law enforcement representative. However, if the law enforcement component of the DVRT does not require funding, the VAWA allocation may be used for other purposes such as training, travel, program specific equipment, and other allowable purposes. Contact your program specialist if you are unsure of allowable expenses under VAWA.

Match

**There is a twenty-five percent (25%) match requirement of the total project cost associated with the allocation of VAWA funds. The twenty-five percent (25%) VAWA match requirement is being met by Cal EMA for victim services projects, therefore; there is no match required for the VAWA funds through this RFA.**

In 2003, the Office on Violence Against Women announced a new interpretation of the VAWA STOP match requirements. In the past, non-profit, victim services organizations were exempt from the 25% match requirement. Under the new interpretation, these organizations are no longer exempt from the match requirement. As the state recipient and administrator of VAWA STOP funds, the Office of Emergency Services (Cal EMA) has been meeting the match requirement on behalf of the victim services organizations. Cal EMA intends to continue meeting the match requirement for victim services organizations to the extent possible. Should this no longer be possible, applicable victim services projects will be notified and budgets will need to be modified to incorporate the 25% cash or in-kind match requirement.

## D. APPLICATION APPENDIX

The application appendix provides Cal EMA with additional information from the applicant to support components of the application. The following must be included:

- [Operational Agreement \(OA\)](#):  
OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period. These documents must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA can be accessed by selecting the title above.
- Project Summary (Cal EMA 2-150)
- Noncompetitive Bid Request (Cal EMA 2-156)
- Out of State Travel Request (Cal EMA 2-158)

- Emergency Fund Procedures (Cal EMA 2-153)
- Other Funding Sources (Cal EMA 2-151)
- Prior, Current, and Proposed Cal EMA Funding (Cal EMA 2-152)
- Project Service Area Information (Cal EMA 2-154)
- Computer and Automated Systems Purchase Justification Guidelines (Cal EMA 2-157)



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM  
REQUEST FOR APPLICATION**

**PART III – POLICIES AND PROCEDURES**

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**NOTE:** The applicant is strongly encouraged to review the following sections before preparing the application.

- A. FINALIZING THE GRANT AWARD AGREEMENT
  - B. ADMINISTRATIVE REQUIREMENTS
  - C. BUDGET POLICY
  - D. GLOSSARY OF TERMS
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**A. FINALIZING THE GRANT AWARD AGREEMENT**

**1. Standard Project Funding Authority**

**Allocation of funds is contingent on the enactment of the State Budget.** Cal EMA does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal EMA may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

Cal EMA Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

**2. Processing Grant Awards**

**a. Grant Award Conditions**

Cal EMA may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal EMA.

**b. Grant Award Agreement**

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received.



c. Grant Award Amounts

When the amount of funds available is limited, Cal EMA may reduce the amount of the grant award from the amount requested by the applicant. In addition, Cal EMA reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, Cal EMA will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the recipient's planning purposes.

1. The *Recipient Handbook (RH)*

The *Recipient Handbook* is accessible on our website at [www.CalEMA.ca.gov](http://www.CalEMA.ca.gov). Look on the left side Cal EMA homepage under 'Quick links' for the Criminal Justice Programs Recipient Handbook. or scroll over the "Justice Programs" tab, select "Grant Applications & Proposals (RFAs/RFAs)," and then look under the "Related Links" section for "*Recipient Handbooks*". The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook (RH)* by referencing the handbook section number.

2. Internet Access (*RH 11500*)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the RFA instructions.

3. Progress Reports and Data Collection (*RH 10100*)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, Cal EMA will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures/Request for Funds (*RH 6300*)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal EMA 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal EMA 2-201 will result in the withholding of funds and may result in the recommendation to Cal EMA's Executive Secretary for termination of the grant award.

5. Technical Assistance/Site Visits (*RH 10300*)

Funded projects are assigned a Cal EMA program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the recipient in the successful implementation of the project and in

meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*RH 10400*)

A monitoring visit is an onsite assessment by staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFA, and the Recipient Handbook. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*RH 8100*)

To safeguard Cal EMA assets and to ensure that all funds are accounted for, Cal EMA requires that organizations receiving a Cal EMA grant award(s) be audited in accordance with Recipient Handbook section 8100.

8. Source Documentation (*RH 10111*)

Recipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFA instructions. Recipients will be required to have written job descriptions on file for positions funded by Cal EMA detailing specific grant-related activities to achieve project objectives.

9. Bonding Requirements (*RH 2160*)

Private community-based organizations and American Indian organizations are required to obtain and send to Cal EMA a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal EMA-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, California Emergency Management Agency" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

10. Copyrights, Rights in Data, and Patents (*RH 5300 -5400*)

Cal EMA owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the Recipient Handbook.

## C. BUDGET POLICY

This document summarizes information on Cal EMA Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at [www.CalEMA.ca.gov](http://www.CalEMA.ca.gov). Look on the left side Cal EMA homepage under 'Quick links' for the Criminal Justice Programs Recipient Handbook. or scroll over the "Justice Programs" tab, select "Grant Applications & Proposals (RFAs/RFAs)," and then look under the "Related Links" section for "*Recipient Handbooks*".

### 1. Supplanting Prohibited (*RH 1330*)

Grant funds must be used to supplement existing funds for program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal EMA indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1330 of the *Recipient Handbook*.

### 2. Project Income (*RH 6610*)

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

### 3. Methods of Contracting and/or Procurement (*RH 3400*)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal EMA program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000 which requires prior Cal EMA approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal EMA will provide assistance in submitting a noncompetitive bid request if the application is selected for funding and if Cal EMA determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

### 4. Match Requirements (*RH 6500*)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Award Agreement. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Recipient Handbook*.

### 5. Travel Policies (*RH 2236*)

The following is Cal EMA's current travel policy:

a. Travel and Per Diem (*RH 2236*)

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBOs)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel and Per Diem Policy (*RH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal EMA approval.

2) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$40.00 for a 24-hour period.

## 3) Lodging

The maximum allowed lodging expense is \$84.00, plus applicable taxes, (except as noted below). Lodging receipts are required for reimbursement.

## 4) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110.00, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140.00, plus applicable taxes.

## 5) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 55.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

## 6) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff (*RH 4500*)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of a project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant Services (*RH 3710*)

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the applicant. Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency

## a. Rates (3710.1)

The maximum rate for independent contractors is \$250.00 per hour (excluding travel and subsistence costs). Compensation over \$250.00 per hour requires additional justification and **prior approval** from Cal EMA.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*RH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for such witness fees is \$250.00 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- justification why this cost cannot be paid with other funds [attach the justification to Cal EMA 2-106 (formerly OES A303b)].

8. Facility Rental (*RH 2232*)

Up to \$21.00 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms (*RH 2232.1*)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*RH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal EMA prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (*RH 2220*)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and



maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by applicant for indirect costs if allowable by the funding source.

#### 11. Audits (*RH 8150*)

Recipients expending between \$25,000 and \$499,999 in federal or state funds annually cannot use federal funds to reimburse for costs associated with audits. Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs.

- Specifically, the allowable audit costs are as follows: if the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- If the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

#### 12. Equipment (*RH 2300*)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

##### a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by Cal EMA is required.

##### b. Computers and Automated Equipment (*RH 2340*)

###### 1) Community-Based Organizations (*RH 2342.1*)

Community-based organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the application is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal EMA is required.

###### 2) Units of Government (*RH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the application is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Cal EMA must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

### 3) Computer Purchase Justification (*RH 2341*)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the applicant will be sent instructions for preparing the justification.

#### c. Automobiles (*RH 2331*)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobile usage during work hours. A cost analysis for automobile purchase, as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by Cal EMA program staff during a site visit, monitoring visit, and/or audit.

### 13. Prohibited Expense Items (*RH 2240*)

#### a. Bonuses and Commissions (*RH 2241*)

Projects are prohibited from paying any bonus or commission to any individual, organization or firm unless specifically authorized by the terms of the program

#### b. Lobbying (*RH 2242*)

Refer to *RH 2242.1* for an extensive list of prohibited activities.

#### c. Fundraising (*RH 2243*)

Cal EMA grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

#### d. Real Property and Improvements (*RH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

#### e. Interest (*RH 2245*)

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

#### f. Charges, Fees, and Penalties (*RH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.



g. Food and Beverages (*RH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*RH 2247*)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*RH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*RH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*RH 2248*)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

## D. GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet (Cal EMA 2-101) is the programmatic Recipient of the grant funds and will accomplish the planned objectives and program goals. The Recipient was formerly referred to as the "Grantee".
Application	Once selected for funding, the original application plus any additional forms as required by Cal EMA becomes the application. This application, once signed by Cal EMA and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement (Cal EMA 2-101).
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	An EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal EMA in verifying that recipients are in compliance with State and Federal Civil Rights Laws.
Grant Award Agreement	The signed final agreement between Cal EMA and the local government agency or organization authorized to accept grant funding. (See Application.)
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Application (RFA) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (Cal EMA 2-101) (formerly OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).

Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the Cal EMA Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <ol style="list-style-type: none"> <li>(1) Proof that the Internal Revenue Service recognizes the applicant has the status of a 501(c)(3).</li> <li>(2) A statement from a State taxing body or the State Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual:</li> <li>(3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or</li> <li>(4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.</li> </ol>
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award recipient. If multiple sites exist, the site that provides the project recipients with program direction qualifies as the "on site location."
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set

	appropriation from state or federal funding sources.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Application	The packet of forms and narrative as requested by the RFA and submitted to Cal EMA that specified the priorities, strategies, and objectives of the applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible at <a href="http://www.CalEMA.ca.gov">www.CalEMA.ca.gov</a> . Scroll over the "Justice Programs", select "Grant Applications & Applications (RFAs/RFAs)" and then look under the "Related Links" section for " <i>Recipient Handbooks</i> ." The <i>Recipient Handbook</i> was previously called the " <i>Grantee Handbook</i> ".
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal EMA to obtain applications from applicants previously selected for funding.
Request for Proposal (RFP)	The Request for Proposal is issued by Cal EMA to solicit competitive applications in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid".
Sole Source	This term has been replaced by the term "noncompetitive bid".
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.
Supplanting	To reduce federal, state, or local funds because of the existence of Cal EMA funds. Supplanting occurs when a Recipient deliberately replaces its non-Cal EMA funds with Cal EMA funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Application (RFA)/Request for Application (RFA)], grant award agreement, Cal EMA policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM  
REQUEST FOR APPLICATION**

**PART IV – ADDITIONAL INFORMATION**

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RFA FORMS (including web links)  
CHECKLIST  
COVER SHEET

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## RFA FORMS

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Click on one of the links below to access the corresponding form. Save the form to your hard drive before filling it out. To access the complete list of forms go to [www.CalEMA.ca.gov](http://www.CalEMA.ca.gov), scroll over the “Justice Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” then look under the “Related Links” section for “Forms”. Or, paste the following link into your browser:

**[http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)&Div=Law+Enforcement+and+Victim+Services+\(LEVS\)&Branch=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)Forms](http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms)**

[Grant Award Face Sheet and Instructions \(Cal EMA 2-101\)](#)

[Project Contact Instructions and Information \(Cal EMA 2-102\)\)](#)

[Signature Authorization and Instructions \(Cal EMA 2-103\)](#)

[Certification of Assurance of Compliance – VAWA, VOCA, & FVPSA \(Cal EMA 2-104i\)](#)

[Federal Grant Funds Log \(Cal EMA 2-105\)](#)

[Application Budget \(Cal EMA 2-106\) – Budget Narrative \(Cal EMA 2-107\)](#)

[Budget Forms \(Excel spreadsheet format\) – a. With Match](#)

[Project Narrative \(Cal EMA 2-108\)](#)

[Project Summary \(Cal EMA 2-150\)](#)

[Operational Agreement \(Cal EMA 2-161\)](#)

[Noncompetitive Bid Request Checklist \(Cal EMA 2-156\)](#)

[Out-Of-State Travel Request \(Cal EMA 2-158\)](#)

[Emergency Fund Procedures \(Cal EMA 2-153\)](#)

[Other Funding Sources \(Cal EMA 2-151\)](#)

[Prior, Current, and Proposed Cal EMA Funding \(Cal EMA 2-152\)](#)

[Project Service Area Information \(Cal EMA 2-154\)](#)

[Computer and Automated Systems Purchase Justification \(Cal EMA 2-157\)](#)

[Reporting Alien Convictions \(Cal EMA 2-159\)](#)

[California Map \(Cal EMA 2-316\)](#)

## CHECKLIST

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This checklist is provided to ensure that a complete application is submitted to Cal EMA.

- ☐ APPLICATION COVER SHEET – Please complete and attach to the front of the application.
- ☐ GRANT AWARD FACE SHEET (Cal EMA 2-101) – Signed by the official authorized to enter into the Grant Award Agreement.
- ☐ PROJECT CONTACT INFORMATION (Cal EMA 2-102) – Must be submitted with the Grant Award Face Sheet.
- ☐ SIGNATURE AUTHORIZATION AND INSTRUCTIONS (Cal EMA 2-103) – Signatures of the Project Director and Fiscal Officer are required.
- ☐ CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal EMA 2-104i) – Signed by the official who signed the Grant Award Face Sheet and by the official delegating that authority.
- ☐ FEDERAL GRANT FUNDS LOG (Cal EMA 2-105)
- ☐ PROJECT NARRATIVE (Cal EMA 2-108)
  - PROBLEM STATEMENT
  - PLAN AND IMPLEMENTATION
- ☐ PROJECT BUDGET
  - BUDGET NARRATIVE (Cal EMA 2-107)
  - BUDGET FORMS (EXCEL SPREADSHEET FORMAT) (Cal EMA 2-106: a. With Match
    - Personal Services – Salaries/Employee Benefits
    - Operating Expenses
    - Equipment
- ☐ APPLICATION APPENDIX
  - Project Summary (Cal EMA 2-150)
  - Operational Agreement
  - Organizational Chart
  - Noncompetitive Bid Request Checklist (Cal EMA 2-156)
  - Out-Of-State Travel Request (Cal EMA 2-158)
  - Emergency Fund Procedures (Cal EMA 2-153)
  - Other Funding Sources (Cal EMA 2-151)
  - Prior, Current, and Proposed Cal EMA Funding (Cal EMA 2-152)
  - Project Service Area Information (Cal EMA 2-154)
  - Computer and Automated Systems Purchase Justification (Cal EMA 2-157)



# **CALIFORNIA EMERGENCY MANAGEMENT AGENCY LAW ENFORCEMENT AND VICTIMS SERVICES DIVISION**

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## **Application Cover Sheet**

### **RFA PROCESS**

#### **DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM RFA**

Submitted by:

(Place name, address, and phone number of applicant here.)



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM  
REQUEST FOR APPLICATION**

**PART V – APPENDIX**

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[Attachment A – Funding Chart \(2009-10 Domestic Violence Response Team\)](#)